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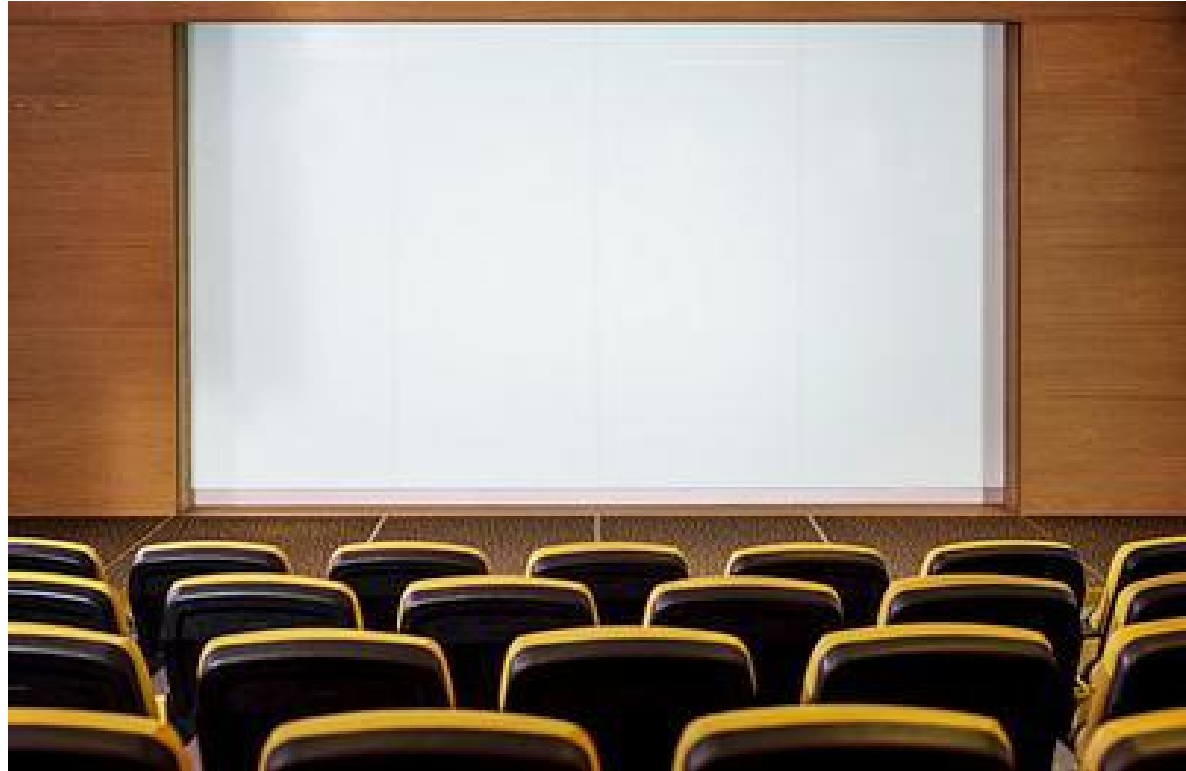
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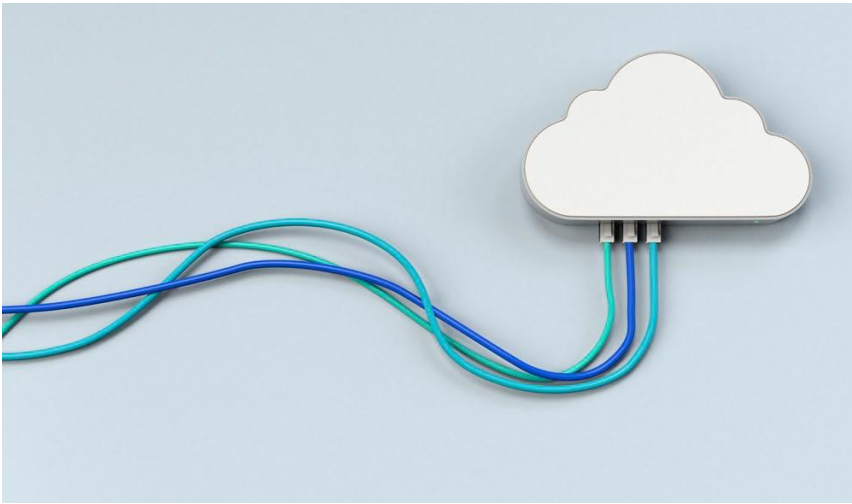


## 2024 KSMA Conference back in Lexington, KY

– By Peyton Davis

The 2024 KSMA Conference will be held April 19–21, 2024 at the Clarion Hotel, 1950 Newtown Pike, Lexington, Kentucky.

The KSMA Board of Trustees wants to invite you to join us for the 61<sup>st</sup> annual conference. We are excited to be back in Lexington and hope this location will allow more to attend our conference. You will find further details inside this newsletter including a tentative overview of topics to be presented, registration form, and tentative budget for 2024–25, and possible bylaws changes.



## 2024 KSMA Conference Highlights



### **Welcome Party: A Luau to Die For: *A Murder in Maui***

The South Central Chapter invites you to wear your favorite bright Hawaiian shirts, outfits, etc and come solve the murder mystery at the Friday night Welcome Party! This evening should be filled with fun and fellowship!

### **Education**

The KSMA 61<sup>st</sup> annual conference will contain a variety of CEUs. Have you ever wondered what is going on in the KY legislation regarding healthcare? Have you seen all the commercials about weight loss meds vs diabetes meds? What's going on with insurance? What's the new "big deal" with insulin pump therapy? What about diversity regarding healthcare? What goes on in the daily trials of practice management? How does stress affect the daily duties of CMAs and what's telehealth? Learn all this and more! Join us at the KSMA annual conference! By the way, sharing is caring. Let's share the color "red". Curious? Attend the KSMA conference to find out!! *Tammy Yates Convention CEU Chair and Conference Co-Chair*

## 2024 KSMA Conference Tentative Schedule

–(as of 2/8/24) –Friday April 19,  
2024– 8:30 am – 1:30 pm Registration  
9:00 am – 10:30 am 1.5 ceu  
10:45 am – 11:45 am 1 ceu  
11:45 am – 1:15 pm Lunch on your  
own  
Pre-conference Board of Trustees  
Meeting  
1:15 pm – 2:15 pm 1 ceu  
2:30 pm – 3:30 pm 1 ceu  
3:45 pm – 5:30 pm Annual Meeting of  
the KSMA EVERYONE IS WELCOME  
5:30 pm – 7:00 pm free time  
7:00 pm – 9:00 pm Welcome  
Party/Dinner  
Saturday April 20, 2024– 8:00 am –  
12:00 pm Registration  
8:30 am – 9:30 am 1 ceu  
9:45 am – 10:45 am 1 ceu  
11:00 am – 12:00 pm 1 ceu  
12:15 pm – 2:15 pm lunch with 2  
ceu' s  
2:30 pm – 3:30 pm 1 ceu  
3:45 pm – 4:45 pm 1 ceu  
4:45 pm – 6:45 pm Free Time  
6:45 pm – 9:00 pm  
Installation/Awards Banquet  
Sunday April 21, 2024  
8:30 am – 9:30 am 1 ceu  
9:45 am – 10:45 am 1 ceu  
11:00 am – 12:00 pm Post conference  
Board of Trustees meeting

# AAMA Opens Active Membership to other NCCA credentialed MAs



AAMA Active Membership Open to CMAs and Other Credentialed MAs Active members of the AAMA is now open to a credentialed medical assistant holding current status through the National Commission for Certifying Agencies (NCCA)-accredited certification program and whose credential has not been revoked as provided by the respective credentialing body. This would include Registered Medical Assistants {RMA-AMT}, Certified Clinical Medical Assistants {CCMA-NHA}, National Certified Medical Assistants {NCMA-NCCT}, and Clinical Medical Assistant Certification {CMAC-AMCA}. AAMA expresses that the organization wants to be open to credentialed MAs whose credential has been approved through the National Commission for Certifying Agencies. Limitations still exist with regard to holding elected positions to AAMA Boards.

## SLATE OF OFFICERS FROM NOMINATING COMMITTEE: To be voted on at KSMA Annual Meeting:

President	Regina Anderson
	Carol Gross
President Elect	Rina Jo Hammer
Vice President	Jessica Moore
Secretary	Jenny Lyon
Treasurer	Tracy Phillips

## Overview of Elected Positions on the Kentucky Society of Medical Assistants (KSMA) Board of Trustees

### Term of office

- A. All officers, except the President and President-Elect, may serve in the same office for two (2) consecutive terms, a term being one (1) year.
- B. The Director of a component chapter shall serve a two (2) year term, and may be elected to serve one (1) consecutive term.

A candidate for Officer or Director shall meet all of the following qualification:

- A. Be a member according to membership guidelines.
- B. Be willing to attend all meetings of the Executive Committee, Board of Trustees, and Annual meeting.
- C. Not be permitted to hold more than one office.

Voting members at the annual meeting shall have paid dues to AAMA postmarked no later than 12/31 of the previous year. Only members who meet this requirement can serve as a Delegate to the AAMA. This would include delegates elected from the Annual meeting as well as President and President-Elect delegates.

# Things you need to know...



Changes are being made in state regulations with certified medication aides credential now going back to CMA-I which can cause confusion with our credential. AAMA has become involved to monitor this. Information will be shared as it becomes available.

## **Central Kentucky Blood Bus will be at conference**

The Central Kentucky Blood Center will have a blood drive at this year's conference. They will be in the Gainesway room on Saturday from 10-2. The hotel is not charging us for this room for this important cause. The blood center has a short supply of blood and needs donors. There will be incentives for donors. The request is to have 16 people be willing to donate blood. It only takes about 45 minutes and each donation can save 3 lives. Please keep this need in mind and do your part if you can!

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**ATTENTION, FYI: Job opportunities are often posted on the Kentucky Society Facebook page.**

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**AT&T WILL HAVE A BOOTH OFFERING DISCOUNTS TO HEALTHCARE WORKERS AND IS ALSO DONATING A BASKET FOR OUR RAFFLE!**

**Each State MA Chapter is expected to make a gift basket to be raffled off at the President's/Awards Banquet. The chapters have always done a wonderful job with their baskets. There is always a good variety of types of baskets encouraging members to purchase chances hoping to be the lucky winner of one baskets. All the members who participate wait anxiously as names are drawn out for the winners!**

Budget Report	2024-2025	2023-2024
	Proposed	
<b>Revenue</b>		
Membership Dues	6000	6500
Cindy Comley Scholarship	475	475
Conference Registration	7000	7000
Conference Ways and Means	600	600
<b>Total</b>	<b>14075</b>	<b>14575</b>
<b>Expenses</b>		
Business & Operating: Supplies	480	480
BOT meeting room rental	0	0
FORUM printing	200	200
FORUM postage	275	275
Conference printing	350	350
Conference supplies	150	150
Conference hotel rooms/meals	5895	6000
Conference speakers	500	420
Installation	75	75
National conference delegates	5600	6000
Professional audit	100	100
Website	450	500
<b>Total</b>	<b>14075</b>	<b>14550</b>
Note: Zoom is covered in Business & Operating Supplies		
Respectfully submitted,		
Tracy Phillips, CMA (AAMA)		
Budget & Finance Chairperson		
1/20/2024		

BUDGET REPORT

*CINDY COMLEY, CMA (AAMA) SCHOLARSHIP*

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*The Kentucky Society of Medical Assistant Board of Trustees and the family of Cindy Comley allows members the opportunity to apply for the Cindy Comley, CMA (AAMA) Scholarship. The recipients of these scholarships will have their registration fee waived for the 2024 KSMA State Conference. We would like to encourage as many KSMA members as possible, including students pursuing a medical assisting career, to attend our annual meeting and have the opportunity to participate on the state level after having observed the KSMA structure and function in the conference setting.*

***GUIDELINES FOR RECIPIENT SELECTION:***

- 1) Recipient must be in good standing with the KSMA/AAMA (dues paid by 12/31/2023) and must be currently working as a Medical Assistant or an Educator teaching a Medical Assistant Program. You can also apply if you are in a current educational facility enrolled in an accredited Medical Assisting Program pursuing a medical career.*
- 2) Applicants should be highly motivated and profess a desire to become active on the state level; either as an officer or committee chairperson.*
- 3) Each applicant must write a short essay explaining why they want to attend the state conference and why they want to learn more about the KSMA.*
- 4) It will be mandatory that the recipients attend a full schedule of the CEU sessions, the Annual business meeting, and all meal functions or forfeit the scholarship. Regarding students: due to college courses, work responsibilities and domestic obligations, they must attend 90% of all functions or forfeit the scholarship.*
- 5) A mentor will be available to answer any questions and serve as your guide through the conference experience.*
- 6) Each recipient must submit a written report of their conference experience, within 14 days concluding the conference, which will be printed in the Forum.*
- 7) Recipients are RESPONSIBLE for their lodging and transportation.*
- 8) A scholarship winner can only win the scholarship every three years.*

*Please send your essay along with a completed application form NO LATER THAN APRIL 5, 2024.*

*Name (please print):* \_\_\_\_\_

*Address (City and State):* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*AAMA Member ID Number:* \_\_\_\_\_ *Expiration date:* \_\_\_\_\_

*Place of Employment (Name, address and phone)*

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*Place of School and Major (if current student):*  
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*Scholarship Request:*                      *FULL*              *PARTIAL*

*By signing below, I agree to the terms of either the FULL or PARTIAL scholarship as follows:*

*Full scholarship requirements: Attendance of all scheduled CEU sessions, the annual meeting, and all meal functions (or forfeit the scholarship)*

*Partial Scholarship Requirements: Attendance of a full day of scheduled CEU sessions. If requesting a partial scholarship, please indicate the desired day of attendance:*

*Student Applicants: Attendance of no less than 90% of all functions or forfeit of the scholarship.*

*Recipients must allow use of any photos or essay material by the KSMA for online or print activities.*

*By signing below I agree to the terms stated above.*

*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Applications can be emailed to: [tslinker@outlook.com](mailto:tslinker@outlook.com) or fax to 270-465-0562 or mailed to Terri Slinker, CMA (AAMA), CPC 396 Springhill Drive, Campbellsville, KY 42718*

**KSMA 61th ANNUAL CONFERENCE**

**Clarion Hotel - Lexington, KY**

**April 19-21, 2024**

**www.kentuckymedicalassistants.com**

**REGISTRATION FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CHAPTER \_\_\_\_\_

AAMA Member # \_\_\_\_\_ Email: \_\_\_\_\_

**REGISTRATION DEADLINE –April 10, 2024**

**\$50.00 late fee should be added for all full registrations received after the deadline.**

**NO REFUNDS AFTER APRIL 15, 2024**

<b>Members (AAMA)</b>	<b>Fee</b>	√	<b>Non Member (AAMA)</b>	<b>Fee</b>	√
Full Registration	<b>\$150.00</b>		Full Registration	<b>\$200.00</b>	
Friday education only**	<b>\$60.00</b>		Friday education only**	<b>\$90.00</b>	
Saturday education only **	<b>\$90.00</b>		Saturday education only **	<b>\$120.00</b>	
Sunday education only	<b>\$25.00</b>		Sunday education only	<b>\$50.00</b>	
<b>Students*** (meals)</b>			<b>Guest tickets (meals)</b>		
Friday Welcome party	<b>\$30.00</b>		Friday Welcome party	<b>\$30.00</b>	
Saturday Lunch	<b>\$25.00</b>		Saturday Lunch	<b>\$25.00</b>	
Saturday Banquet	<b>\$40.00</b>		Saturday Banquet	<b>\$40.00</b>	
			<b>Pay Pal fee</b>	<b>\$10.00</b>	
			<b>Total of all checked items</b>	<b>\$</b>	

For those purchasing the Member or Non-Member package:

Will you be attending the Friday Welcome party?      Circle Yes No

Will you be attending the Saturday Lunch?              Circle Yes No

Will you be attending the Saturday Banquet?           Circle Yes No

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\*\*Meals not included, Guest tickets may be purchased. (see above)

\*\*\*Student registration includes 1, 2 or 3 days, BUT you must pre-register and pay for meals.

Make checks **payable to KSMA** and mail to:

www.kentuckymedicalassistants.com  
(for Pay Pal payment)

Terri Slinker, CMA, (AAMA)  
396 Springhill Drive  
Campbellsville, KY 42718



## Proposed KSMA Bylaws Changes 4-2024

\*\*\*\*Editorial changes for information only and does not need a vote for change.\*\*\*\*\*

### ARTICLE IX- NOMINATIONS, ELECTIONS, AND VOTING RIGHTS

#### Section I. Nominations

There shall be a Nominating Committee composed of five (5) members, elected as follows:

C. Current wording: The names and qualifications of candidates meeting eligibility requirements shall be sent to the President of each component chapter at least thirty days prior to the Annual Meeting.

**Proposed wording**: The names and qualifications of candidates meeting eligibility requirements shall be sent to the President and or director of each component chapter as well as Forum Editor at least (60) days prior to the Annual Meeting.

**Rationale**: To allow chapters to be aware of nominees from Nominating Committee through the Forum, website, and Facebook site.

D. Current wording: Additional nominations may be made from the floor, provided eligibility requirements for officers and/or directors have been met.

**Proposed wording**: Additional nominations may be made from the floor, provided eligibility requirements for officers and/or directors have been met and vetted by the Nominating Committee.

**Rationale**: Clarifies that Nominating Committee has made sure potential candidates are qualified for the position.

E. Current wording: The nominating committee must have written or verbal consent of each candidate prior to voting at the Annual Meeting.

**Proposed wording**: The nominating committee must have written consent of each candidate prior to voting at the Annual Meeting .

**Rationale**: Having a document to be signed by the candidate to be filed with the Secretary for accurate records will demonstrate that candidate understands and accepts their responsibilities for potential position.

### ARTICLE X- OFFICERS & DIRECTORS, TERMS OF OFFICE, VACANCY, AND REMOVAL FROM OFFICE

#### Section I. Term of office

A. All officers, **except the President and President-Elect**, may serve in the same office for two (2) consecutive terms, a term being one (1) year.

**Rationale**: Bold print emphasizes the exceptions to 2 term limits. Editorial

#### Section 2. Vacancy of office

D. In the event of vacancy of any office except that of the President, President-Elect, or a Director, the vacancy shall be filled in the following manner:

Current Wording:

I. Appointment by the Executive Committee of any number according to membership guidelines,

**Proposed wording**: Appointment by the Executive Committee ~~of any number~~ according to membership guidelines

**Rationale**: stricken wording is redundant and implies that as little as one member of the BOT can appoint.

#### Section 3. Removal from office

An officer or Director who fails to perform the required duties of his/her office, or give just cause for removal from office, shall be removed from office by the Board of Trustees by a two-thirds (2/3) vote. Underlining emphasizes the voting power required. Editorial

## ARTICLE XI- DUTIES OF OFFICE

**Section 2.** The President shall:

A. Preside at ALL meetings of this Society (includes Annual, Executive, Board of Trustees and Special) **All CAPS for emphasis-Editorial**

G.Current wording: Sign and approve all checks in conjunction with the treasurer on the Society account.

**Proposed wording:** Coordinate and approve all checks in conjunction with the treasurer on the Society account.

**Rationale:** Approval is through electronic methods as meetings other than annual meeting are virtual.

**Section 3.** The Vice-President shall:

D. Be a member of the Bylaws Committee. **Editorial, underling for emphasis**

**Section 4.** The President-Elect shall:

C.Current wording: Order and present President's pin and present to the outgoing President at the Kentucky Society Annual Conference.

**Proposed wording:** Purchase and present a gift to the outgoing President at the Kentucky Society Annual Conference.

**Rationale:** Clarification of procedure as President's pin is no longer in use.

D.Current Wording: Succeed to the office of the President at the end of his/her term as President-Elect at the KSMA Annual Meeting.

**Proposed wording:** Succeed to the office of President at the end of his/her term as President-Elect upon election as President at the KSMA Annual Meeting.

**Rationale:** President-Elect advancing to the President position must still be voted on at the Annual meeting

F.Be a member if of the Budget and Finance Committee. **editorial**

**Section 5.** The Recording Secretary shall:

Current wording:

E. Mail minutes of the Board Meeting to all voting members of the Board of Trustees and the Parliamentarian within ten 10 days after said meeting.

**Proposed wording:** Mail minutes of the Board Meeting to all voting members of the Board of Trustees and the Parliamentarian within fourteen 14 days after said meeting.

**Rationale:** 14 days is more reasonable than 10 days.

**Section 6.** The Treasurer shall:

A. Current wording: Keep accurate records of all members of the Society

**Proposed wording:** Keep accurate records of the Society.

**Rationale:** records of all members of society is confusing.

B. Current wording: Keep the Recording Secretary, the editor of THE FORUM, and the Membership Chairman supplied with a current membership monthly

**Proposed wording:** Keep the Recording Secretary, the editor of THE FORUM, and the Membership Chairman supplied with a current membership at each BOT meeting.

**Rationale:** Monthly is not practical

C. Current wording: Provide a complete membership roster to the membership to be distributed at the Annual Meeting and through the Chapter Directors.

**Proposed wording:** Provide a complete membership roster for the membership prior to the Annual Meeting for the Chapter Directors.

**Rationale:** Society is using electronic means for rosters and can be distributed to membership through chapter directors and KSMA electronic means.

D. Submit to the editor of THE FORUM, for publication, any changes in the Membership. Keep Forum Editor supplied with a current membership list prior to each edition of the Forum.

**Proposed wording:** Keep Forum Editor supplied with a current membership list prior to each edition of the Forum.

**Rationale:** Extra statement is redundant.

G.Current wording: Make all disbursements by check requiring the signatures of the President and Treasurer.

**Proposed wording:** Make all disbursements by check after conferring with the President.

**Rationale:** Meetings are virtual so communications are to be made other than in person.

Current wording: Co-Sign all convention contracts.

**Proposed wording:** Confer with Convention Chairman about cost on all convention contracts.

**Rationale:** No in person meeting are occurring so communication is electronic.

**Section 8.** Directors shall:

B. Current wording: Submit a written report of activities of their component chapters.

**Proposed wording:** Submit a report of activities of their component chapters.

**Rationale:** reports are given orally as meetings are virtual with the exception of the annual meeting.

D.Current wording: Give a written summary of the chapter's yearly activities at the Annual Meeting.

**Proposed wording:** Provide a written summary of the chapter's yearly activities at the Annual Meeting.

**Rationale:** Editorial

**Section 3.** The Board of Trustees:

B. Current wording: Shall hold at least three (3) meetings during the year, at a centralized location and times to be determined by the Board of Trustees.

**Proposed wording:** Shall hold at least three (3) meetings during the year, through an online video meeting OR at a centralized location and times to be determined by the Board of Trustees.

**Rationale:** Better represents the meeting format currently.

C. Shall automatically replace a board member absent more than one time without valid reason (to be left to the discretion of the Board of Trustees). **Editorial-underlined for emphasis.**

E.Current wording: Shall have the President mail to notify all members' written or email with read notice of regular meetings at least fourteen (14) days before the meeting, giving place, time and agenda of the meeting.

**Proposed wording:** Shall have the President notify members with notice of regular meetings at least fourteen (14) days before the meeting, giving place, time and agenda of the meeting.

**Rationale:** Better represents current actions.

## ARTICLE XIV- COMMITTEES

**Section I.** There shall be the following committees:

Standing and Special.

**Section 2.** The Standing committee shall be Archives, Awards, Budget and Finances, Bylaws, Continuing Education and Certification, Convention, Legislation, Membership, and Publication of the FORUM.

E.Current wording: The chair of each standing committee shall submit, in writing, a report of the activities of the committee at each Board of Trustees' meeting. A written summary of the entire year's activities shall be submitted at the Annual Meeting.

**Proposed wording:** The chair of each standing committee shall submit, a report of the activities of the committee at each Board of Trustees' meeting. A written summary of the entire year's activities shall be submitted at the Annual Meeting.

**Rationale:** Oral reports are given at regular BOT meetings recorded by the Secretary.

G.The specific duties of the Standing committees shall be as follows:

I. The Archives Committee Shall:

b.Current wording: Be responsible for storage and safekeeping of Archives of KSMA

**Proposed wording:** Be responsible for storage and safekeeping of Archives of KSMA in paper form or electronically.

**Rationale:** Better describes how we will keep archives.

C.Current wording: Be responsible for keeping the KSMA scrapbooks and in presentable condition and for having them available for display at the Annual Meeting and on other occasions as deemed necessary.

**C.Proposed wording:** Be responsible for keeping the KSMA scrapbooks and/or electronic materials updated and in presentable condition and for having them available for display at the Annual Meeting and on other occasions as deemed necessary.

**Rationale:** Better describes how we will keep archives.

4.The Bylaws Committee must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representative to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within thirty (30) days of notification. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

b.Current wording: Be responsible for printing and distribution for of the revised Bylaws no later than thirty (30) days after Annual Meeting.

**Proposed wording:** Be responsible for distribution of the revised Bylaws no later than thirty (30) days after Annual Meeting.

**Rationale:** Distribution can be in electronic format.

5. The Continuing Education and Certification Committee shall:

b.Current wording: Maintain a complete roster of the Kentucky Society of CMAs.

**Proposed wording:** Have access to a complete roster of the Kentucky Society of CMAs.

**Rationale:** Continuing Ed Committee do not send out communications to members

7.The Membership Committee shall:

b.Current wording: Send a letter of Welcome each new member to KSMA electronically, along with KSMA Bylaws and a KSMA membership roster.

**Proposed wording:** Send a letter of Welcome each new member to KSMA electronically, **along with** links to the KSMA Facebook page and website for reference to a copy of the Bylaws.

**Rationale:** Membership correspondence is now electronic.

8.The Committee for publication of THE FORUM shall:

~~b.~~**Current wording:** Publish THE FORUM bi-annually, in the Fall/Winter, and the other a paper version to mail to all members, at least 45 days prior to the annual conference.

**Proposed wording:** Publish THE FORUM bi-annually, in the Fall/Winter and Winter/Spring (with information about the annual conference) , an electronic version for the Website and the Facebook page to members, at least 45 days prior to the annual conference.

**Rationale:** Paper mailing has become cost prohibitive.

C. **Current wording:** Maintain at all times a current Current wording: membership roster and publish changes and additions of said roster.

~~Proposed wording: Maintain at all times a current-  
Current wording: membership roster and publish-  
changes and additions of said roster-~~

**Rationale:** Redundant.

## ARTICLE XV- MEETINGS

**Section I. Current wording:** The Annual KSMA Meeting shall be held when and where designated by the KSMA Board of Trustees and will be announced in the first publication of THE FORUM.

**Proposed wording:** The Annual KSMA Meeting shall be held when and where designated by the KSMA Board of Trustees and will be announced in the first (Winter/Spring) publication of THE FORUM.

**Rationale:** Clarifies current procedures.

## ARTICLE XVI - DELEGATES TO THE ANNUAL AAMA MEETING

**Section I.** Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 104.) as follows:

~~C.~~**Current wording:** Delegates and alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates.

**Proposed wording:** Delegates and alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates. **Elected Delegates must have dues paid in a timely manner as per AAMA Bylaws. Dues must be paid by December of prior year of Annual meeting**

**Rationale:** Clarifies dues payment deadline as per AAMA Bylaws.